Job Opportunity Bulletin

Post Date: 4/1/2014

EXECUTIVE ASSISTANT

Salary: \$3,288 - \$4,116 Permanent, Full-Time

FINAL FILING DATE: Until Filled

Under the direct supervision of the Chief Information Officer (CIO) in the Information Services Division of the Developmental Services Division, the incumbent will independently perform diverse administrative, analytical and secretarial functions in support of the Division's operations as well as assisting staff with training as needed.

For complete duties, please see duty statement on the following page.

JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

Please refer to:

Position #: 473-050-1728-001

Mail your application to:

Dept. of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Crissy Ortiz

All applications will be screened and only the most qualified will be interviewed.

REQUIRED QUALIFICATIONS:

- * Proficiency in:
 - Visio
 - Microsoft Office 2010 Suite (e.g., Word, Excel, PowerPoint, and Outlook)
- * Excellent interpersonal skills are essential

DESIRED QUALIFICATIONS:

* Ability to maintain cooperative and, professional relationships with department staff and customers, present ideas and information effectively; review and edit written reports, ensure attention to detail and establish and maintain priorities.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmers' markets.

If you would like to be a part of our DDS team, please submit an original signed state application (STD. 678) and a resume. All applicants will be considered; however, SROA/Surplus applicants will be given higher priority.

Please be sure to include on your application the basis of your eligibility and position number #473-050-1728-001.

CONTACT INFORMATION

Name: Crissy Ortiz

Number: (916) 322-7861

Email: crissy.ortiz@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q Sacramento, CA 95814 "Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (03/27/14)

CLASSIFICATION	DIVISION/BRANCH
Executive Assistant	Information Services Division
EMPLOYEE NAME	SECTION/UNIT
	N/A
POSITION NUMBER	EFFECTIVE DATE
473-050-1728-001	

SUMMARY: Under the direct supervision of the Information Services Division (ISD) Deputy Director, Chief Information Officer (CIO), the incumbent independently performs diverse administrative, analytical, and secretarial functions in of support of overall Division operations. As the single support staff for the Division, the incumbent provides assistance to management and ensures that administrative Division activities are managed efficiently and effectively. The incumbent is proficient in Visio and Microsoft Office 2010 Suite (e.g., Word, Excel, PowerPoint, and Outlook); performs multiple tasks and assignments; and ensures timeframes and deadlines for the Division are met. Excellent interpersonal skills are essential.

EXAMPLES OF DUTIES:

- 35% Set up and maintain administrative policies and procedures for the Division. Develop and maintain a tracking system for assignments and due dates. Provide assistance and administrative support to the (CIO) on confidential and sensitive department or program issues that require research of facts and data. Participate in special projects assigned by the (CIO). Provide secretarial and administrative support including managing and maintaining calendars and schedules for the (CIO) and ISD Branch Managers; organize daily workload and prioritize activities. Screen, redirect and/or respond to telephone calls and written inquiries from high level contacts.
- 25% Prepare and distribute meeting agendas and minutes. Provide departmental support and assistance regarding Microsoft Office Suite tools (Word, Excel, etc.) as well as Visio and Outlook; assist Service Desk staff with departmental training as appropriate.
- 25% Track control agency deadlines. Prepare, format and review reports, correspondence, and documents for content and grammar. Track and process Personnel documents (IDPs, Probation Reports, etc.); monitor Division attendance and ensure accuracy of timesheets.
- **15%** Perform other duties as required, including but not limited to: phone coverage, maintenance of contact lists, travel arrangements; travel expense claims

SUPERVISION RECEIVED: Reports directly to the Deputy Director, Information Services Division

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Short time lines, high volume workload and work on a personal computer 35 to 70 percent of total office time. Must be physically able to lift objects weighing up to 25 pounds.

TYPICAL WORKING CONDITIONS: Open-spaced partitioned office in a smoke-free environment.

PERFORMANCE REQUIREMENTS:

<u>Knowledge of</u>: Principles, practices, and trends of public and business administration, including management and supportive staff services and the administration and department's goals and policies.

<u>Ability to</u>: Develop and maintain cooperative, professional relationships with department staff and customers; speak and write effectively; reason logically and creatively; present ideas and information effectively; review and edit written reports; ensure attention to detail, and establish and maintain priorities.

CERTIFICATION OR LICENSE: Typing Certificate